



Job Posting (Internal/External) Supervisor, Community Living Permanent Full-Time Position

Breton Ability Centre (BAC) is a purpose-driven organization committed to fostering greater inclusion, independence, and advocacy for all people living with disabilities in Cape Breton. We are a leader in transformational change by focusing our efforts on helping people with varying abilities achieve their full potential and live a life that is meaningful to them.

We do this by creating individualized plans for each person we serve and supporting their choices in developing social, personal, vocational, and educational skills to help them transition into independent living where they can participate actively in their community of choice. It takes every BAC employee to help make that happen.

Our service streams include a suite of living support options. Our initiatives, such as positive behavior support, low arousal approach, Flourish – the Youth Day programs, innovative community-based options, learning and employment services, outreach services, and person-directed planning programs, have been recognized as flagship programs at BAC.

Our staff members are passionate advocates for people with varying abilities, and we inspire this passion by investing in staff development, wellness, and safety.

We are looking for two (2) Permanent Full-Time Supervisor positions in the portfolio of Community Living: Small Option Homes

We are seeking an enthusiastic, innovative leader to join the Community Living team as Supervisor of our community-based small option homes. Reporting to the Manager of Community Living, the Supervisor is responsible for overseeing the day-to-day performance of residential care workers in BAC Community small option homes. The Supervisor is expected to ensure that all community living participants receive the required support and that all required policies and procedures are being followed in accordance with applicable legislation.

The **Community Living Supervisor** will be responsible for fostering a healthy, safe, and respectful participant-centered and person-centered environment. Their duties include, but are not limited to:

1. Ensure the community home is always running smoothly and has all the required resources for daily operations.
2. Build and maintain sustainable relationships with staff, management, the community, participants, and families.
3. Train staff as needed in specific Breton Ability Centre policies and procedures.
4. Supervise participant support and promote interdisciplinary participant care planning and education.
5. Act as a liaison among staff and other stakeholders to ensure that goals are achieved, processes are improved, and resolutions are provided to problems.
6. Ensure that staffing meets participant needs in a fiscally, responsible, and safe manner.
7. Ensure all documentation is up to date and being managed appropriately. Conduct chart audits, duty lists, POD audits, Break time audits, Low Arousal compliance, and Activity Pro documentation.
8. Ensure staff development, orientation, and training is achieved.
9. Conduct objective and constructive performance reviews, or provide input as needed.

10. Revise existing policies and procedures, as necessary, and monitor the adherence/compliance to them within Breton Ability Centre
11. Conduct staff meetings/huddles, and one-on-one check-ins when necessary.
12. Implement emergency response protocols and evacuation plans, as necessary. Monitor completion and follow-up of safety audits.

This position may include evening and weekend hours.

The Ideal Candidate will possess the following:

A clear understanding of the principles inherent in the UN Convention on the Rights of Persons with Disabilities and the Canadian Charter of Human Rights, the 2023 NS Human Rights Remedy, and know how to action these principles at BAC.

- **Education:** Post-Secondary School Diploma or Degree in a relevant field required or sufficient relevant experience in the community services sector
- Previous supervisory experience in health and or related service delivery environments
- Demonstrated ability to assist participants, family members and the community courteously and respectfully with genuine care and concern while upholding and preserving their privacy.
- Strong interpersonal and communication skills.
- Crisis management and conflict resolution skills.
- Politically and culturally sensitive.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Valid driver's license required.

Posting closes: March 14, 2024

Interested applicants should submit a current resume and cover letter to:

**Human Resources
Breton Ability Centre
hr@cb-bac.ca**

We thank you for your interest and submission. Please note, only those selected for an interview will be contacted.